



UNITED STATES MARINE CORPS
MARINE CORPS BASE
QUANTICO, VIRGINIA 22134-5001

MCBO 5560.2C
B 270
19 Jul 04

MARINE CORPS BASE ORDER 5560.2C

From: Commander

To: Distribution List

Subj: MOTOR VEHICLE TRAFFIC SUPERVISION

Ref: (a) MCO 5110.1C
(b) Commonwealth of Virginia Motor Vehicle Laws and Related Statutes (NOTAL)
(c) 18 U.S.C., Section 13 (NOTAL)
(d) MCB Quantico Security Battalion Provost Marshal Instruction 68-01
(e) MCBO 5800.1A
(f) DoDD 1010.7 (NOTAL)
(g) MCB Quantico Security Battalion Provost Marshal Instruction 21-01

Encl: (1) Admission and Registration Information and Procedures
(2) Information Concerning Types of Decals Issued
(3) Sample Letter Requesting Contractor Passes for Contractor Business Vehicles
(4) Sample Letter Requesting Contractor Passes for Contractor Employees Privately Owned Vehicles
(5) Parking, Impoundment, and Removal from the Base
(6) Supplementary Motor Vehicle Regulations
(7) Supplementary Pedestrian Regulations

1. Purpose. To publish a traffic code for MCB Quantico per reference (a).

2. Cancellation. MCBO 5560.2B.

3. Summary of Revision. This revision contains a substantial number of changes and should be reviewed in its entirety.

4. Applicability. This order applies to all owners and operators of private or commercial vehicles, government owned vehicles and trailers towed by them; motorcycles, mopeds, bicycles and pedestrians that are located anywhere on this base. Any conflict between this order and the contents of existing Bargaining Unit Agreements shall be resolved in favor of the Bargaining Unit Agreement. Any violations of this order will subject the violator to judicial or administrative action under the Uniform Code of Military Justice or Federal laws.

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5. Organization and Authority

a. Provost Marshal. The Provost Marshal has overall staff responsibility to the Commander, Marine Corps Base (Comdr MCB) for all matters about motor vehicle traffic supervision, traffic regulations and their enforcement and traffic engineering.

b. Staff Judge Advocate. The Staff Judge Advocate is the principal assistant to the Comdr MCB for all matters pertaining to the adjudication or other disposition of traffic citations issued by the military police.

c. Inspector. The Inspector is the principal assistant to the Comdr MCB for all matters pertaining to the administrative disposition of all violations of these regulations not falling under the cognizance of the Staff Judge Advocate.

d. Director, Safety Division. The Director, Safety Division is the principal assistant to the Comdr MCB for all matters pertaining to motor vehicle safety.

6. Policies

a. General

(1) Driving a motor vehicle aboard this base is a privilege granted by the Comdr MCB. The Comdr MCB may deny admission or operation of any motor vehicle in any area of this base when such denial is in the best interest of the government. The Comdr MCB may regulate and restrict vehicular traffic, or close all roads and entrances/exits as may be necessary in the interest of safety or security, or in connection with military training.

(2) The privilege of operating a motor vehicle on this base is granted contingent upon continuously meeting the following conditions:

(a) Comply with the laws and regulations governing motor vehicle operation contained in this order and reference (b).

(b) Comply with the requirements for registration of privately owned vehicles with the Provost Marshal contained in this order.

(c) Possess and produce on demand of law enforcement personnel, a valid driver's license, insurance, state registration, and vehicle safety inspection certificate as may be applicable for the motor vehicle being driven.

b. Assimilation of Commonwealth of Virginia Law. Except where clearly inapplicable or contrary to the specific provisions of this order or Federal law, the provisions of reference (b), as presently in force, and as hereafter supplemented or modified, are assimilated under reference (c) as the motor vehicle traffic regulations for this base.

c. Implied Consent. In accepting the privilege of operating a motor vehicle aboard this base the operator has given consent to the following:

(1) Blood or Breath Tests. Per references (a), (b), and (c) evidential tests for alcohol or other drug content of their blood, or breath tests, as may be requested by the military police if lawfully stopped, apprehended, or cited for any offense allegedly committed while driving or in physical control of a motor vehicle on this base, if the military police has reasonable suspicion to believe that the person is driving under the influence of alcohol or drugs. The individual will be requested to consent to the test; will be advised that there is no right to consult with an attorney prior to making a decision, or to have an attorney present during testing; and will be warned that failure to voluntarily consent to or complete the test will result in revocation of base driving privileges for not less than 1 year. In addition, the refusal will be reported in writing to the licensing authority of the state that issued the driver's license via Department of Motor Vehicles under the Reciprocal State Compact Agreement.

(2) Impoundment. Per reference (a), removal and temporary impoundment of their motor vehicle when it is parked illegally for unreasonable periods, impeding the flow of traffic, creating a safety hazard, disabled by accident, left unattended in restricted or controlled areas, or abandoned. Such persons further agree that they will be monetarily liable for any cost incidental to towing and storage should their motor vehicle be removed or impounded.

d. Registration with the Provost Marshal. In general, all privately owned vehicles located or operating aboard this base must display either a DD Form 2220, Department of Defense Registered Vehicle Decal, issued by this base or some other Department of Defense installation, or a base pass except as follows:

(1) Persons not otherwise required by this order to register their motor vehicles are normally permitted:

(a) To transit this base to and from the town of Quantico without any requirement to obtain a visitor's pass or to register their vehicles with the Provost Marshal. They must enter only through

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gate #1. Drivers must proceed via Fuller Road and Potomac Avenue only, and must obey the traffic laws and regulations of this base, and the Commonwealth of Virginia.

(b) To transit this base on the paved MCB routes 1 through 8 west of Interstate-95 (I-95) without any requirement to obtain a visitor's pass or to register their vehicles with the Provost Marshal. The drivers must not leave MCB routes to enter any government areas or cantonments such as Camps Upshur and Barrett, or areas off the paved roads.

(2) The official vehicles of any agency of the Federal, state, county, or local government.

(3) Persons not otherwise required by this order to register their motor vehicles who are bona fide visitors to MCB activities and organizations located west of I-95. Permanent gates are also located at two entry/exit points west of I-95.

(4) Persons engaged in fishing, hunting, and wood gathering in areas west of I-95 in compliance with licenses and permits issued by the Head, Environmental Law Enforcement Section/Game Warden, Natural Resources and Environmental Affairs Branch, G-5.

e. Driver/Passenger Identification. The operator of any motor vehicle is required to produce a driver's license, insurance, and registration for the vehicle upon demand of a military police. All adult passengers may be required to provide personal identification. Military personnel, their family members, and government employees are required to produce their government identification cards when being asked by the military police for personal identification. Motor vehicles bearing a DD Form 2220 will normally be admitted to this base without the driver or passengers having to produce identification. Drivers of vehicles with or without Department of Defense decals will normally be required to produce at least their driver's license and vehicle registration when attempting to enter this base.

(1) Commercial carriers, service, and delivery vehicles that do not have DD Form 2220 will be required to provide information concerning their destination and purpose for entering the base.

(2) Vehicles carrying explosives or other hazardous cargo will not be permitted to pass through gates #1, #2, #3 or #4 at any time except as may be specifically approved by the Provost Marshal.

f. Admission Hours. A motor vehicle bearing a valid DD Form 2220 will normally be admitted at any time. MCB passes are issued with the understanding that the driver will proceed directly to the area(s) stated when requesting and obtaining the pass. The driver must leave this base immediately after completing that purpose.

g. Enforcement. The military police is authorized to stop, detain, apprehend, and cite any person who violates this order. All persons shall obey orders given by the military police in connection with their authority to enforce laws and regulations. Alleged violations will be cited using either the DD Form 1805, U.S. District Court Violation Notice or the DD Form 1408, Armed Forces Traffic Ticket, the Incident Complaint Report, Minor Offense Report, or other forms deemed appropriate by the Provost Marshal and following general guidance:

(1) DD Form 1805. Issued in connection with any alleged violation of the Commonwealth of Virginia Motor Vehicle Laws and Related Statutes by civilians whose motor vehicles are not registered with the Provost Marshal aboard this base or another Department of Defense installation, and any of the following offenses committed by anyone regardless of their status:

(a) Driving under the influence of, or while intoxicated by, alcohol or drugs or refusal to submit to testing.

(b) Speeding in excess of 20 miles per hour over the posted speed limit, or any form of reckless driving that endangers life, limb or property of any person.

(c) Driving with a revoked or suspended Virginia driver's license, or driving with an out-of-state revoked, or suspended drivers license.

(d) Fleeing the scene of an accident without notifying the proper authorities, hit and run traffic accidents, or fleeing from/attempting to elude a military police.

(e) Any use of a motor vehicle in connection with offenses that are felonies.

(f) Any alleged motor vehicle offense that causes or contributes to death or serious injury.

(g) Fraudulent application for, use of or alteration of any driver's license, vehicle registration, vehicle inspection, DD Form 2220, temporary/visitor's pass or any other document required for operation of a motor vehicle aboard this base.

(h) Parking in a stall reserved for "Handicapped Person(s)," or within 15 feet of a fire hydrant or the entrance to a fire station.

(i) Any other offense as may be subsequently determined to be appropriate for prosecution in the Federal Magistrate's Court.

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(2) DD Form 1408. All offenses not cited above involving military personnel/retirees, their family members, and government employees whose motor vehicles are registered with the Provost Marshal on this base or another Department of Defense installation.

(3) Incident Complaint Report and Minor Offense Report. All non-motor vehicle offenses or violations of this or other orders enforced by the military police committed by anyone.

(4) "Third" Party Traffic Violation Report. Officers and/or staff noncommissioned officers may report serious or minor traffic violations (moving or non-moving) via the "Third" Party Traffic Violation Report. All such violations shall be reported per procedures outlined in reference (d).

h. Disposition of Offenses. Offenses cited by the military police using DD Form 1805 will be adjudicated in either U.S. Magistrate or U.S. District Court in Alexandria, Virginia, depending on the offense. Offenses cited by military police using DD Form 1408 will be the subject of administrative disposition in traffic court per reference (e). A copy of traffic violation reports, DD Form 1805 and DD Form 1408, written on military personnel, their family members and Department of Defense civilian employees will be forwarded to the commander or the appropriate division director of the violator per reference (a). Incident Complaint Reports and Minor Offense Reports will be sent to the military member's commanding officer; civilian employee's division director or the Inspector in the case of military family members and other civilians for proper disposition.

i. Suspension and Revocation of Base Driving Privileges

(1) Suspension of base driving privileges due to poor driving performance (e.g., traffic and parking citations) for up to 6 months may be imposed when other measures have failed to improve a driver's performance.

(2) Revocation will be for a specified period of 6 months or greater. It is a severe administrative measure to be exercised for serious violations, or when other measures have failed to produce improvement in the driver's performance.

(3) The authority to revoke or suspend privately owned vehicle driving privileges is reserved for traffic court per reference (e). Revocation and suspension of government owned vehicle driving privileges may be directed by either the Traffic Court Officer or an individual's commanding officer.

(4) Suspension of Base Driving Privileges Pending Disposition of Drug and Alcohol Offenses

(a) References (a) and (f) provides for immediate suspension of base driving privileges of any person who is lawfully apprehended and cited by the military police for the offense of driving while intoxicated with a blood alcohol content 0.08 percent or greater, driving while intoxicated or impaired by drugs, or, who refuses to consent to the chemical testing of their breath or blood after being apprehended pending final resolution of the offenses.

(b) In such cases, reliable evidence will be presented promptly to the Traffic Court Officer for review and authorization for immediate suspension of base driving privileges. In cases where the Traffic Court Officer is not reasonably available, such as after normal duty hours, the Provost Marshal or designee (usually the watch commander or platoon commander of the apprehending Provost Marshal) will conduct such reviews and authorize immediate suspensions when such action is deemed warranted. Review by the Traffic Court Officer will follow as soon as practicable in such cases.

(c) The offender will have the right to request in writing a hearing before the Inspector to determine if their base driving privileges should be restored pending final resolution of the charge(s). The request must be made within 10 days of the notice of suspension.

(d) All persons charged with driving while intoxicated or under the influence of alcohol or drugs will normally be issued a DD Form 1805, and their case adjudicated in the U.S. Magistrate or U.S. District Court in Alexandria, Virginia.

(5) State Revocation and Suspension. Per reference (a), any person whose driving privileges/driver's license has been suspended or revoked by civil authority (including all state suspensions) is forbidden from driving any private, commercial, or government owned vehicles aboard the base during the period of suspension or revocation. Any individual (military or civilian) found driving aboard the base with a suspended or revoked license issued by civil authorities will normally be issued a DD Form 1805 and their case will be adjudicated by the Federal Magistrate or U.S. District Court.

(6) An individual found guilty of driving on suspended or revoked base driving privileges will have those privileges revoked for an additional period of not less than 2 years.

(7) Requests for restoration, or limited restoration, of on-base driving privileges will be considered on a case-by-case basis and per reference (a). Military members will forward their request to the

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Comdr MCB (B 051) via the chain of command. Civilians and military family members will submit their requests directly to the Inspector with their supporting documentation.

(8) Any operator of a vehicle registered or operated on the base, shall notify Vehicle, Pets, and Weapons Registration Office within 24 hours of any restriction, suspension, or revocation of their driving privileges. Should the 24-hour notification period fall on a weekend or holiday, the operator shall notify Vehicle, Pets, and Weapons Registration Office before close of business on the next working day.

j. Seizure of Motor Vehicles in Drug Offenses. The Provost Marshal is authorized to seize any motor vehicle located aboard this base that contains illegal drugs, or is used in connection with any drug offense, and process such vehicle for forfeiture to the government per procedures as may be established by the U.S. Drug Enforcement Administration.

7. Action

a. Provost Marshal

(1) Conduct military police operations to enforce traffic regulations.

(2) Establish a Vehicle, Pets, and Weapons Registration Office and assign personnel and resources as may be needed to manage registration of motor vehicles per the policies and procedures established in this order. The section will:

(a) Screen applicants for motor vehicle registration and issue appropriate decals and passes to qualified applicants.

(b) Adhere to reference (e) concerning registration actions necessary to effect revocation and suspension of driving privileges.

(c) Coordinate with activity heads, as necessary, for issuance of special and contractor passes.

(d) Maintain records concerning all motor vehicles registered aboard this base.

(3) Train assigned personnel in the provisions of traffic regulations, methods of traffic control and law enforcement, recognition and detection of offenses, issuance of citations, radar speed enforcement, operation of chemical test apparatus, and conduct of investigations.

(4) Conduct inspections and special enforcement actions as may be approved by the Comdr MCB.

(5) Investigate motor vehicle accidents as required by this order.

(6) Coordinate with the Staff Judge Advocate and the Inspector to ensure that the enforcement and offense disposition functions of traffic supervision are mutually supporting.

(7) Coordinate with the Inspector and the Public Affairs Officer to develop and conduct continuous traffic safety, accident prevention, and traffic regulation awareness programs for the purpose of educating the public concerning regulations and reducing accidents and offenses.

(8) Coordinate with the U.S. Drug Enforcement Administration concerning seizure and forfeiture of motor vehicles involved in drug offenses.

(9) Initiate action to effect immediate, temporary suspension of base driving privileges in the event of lawful apprehensions for driving while intoxicated by alcohol or drugs, and/or refusal to consent to or complete chemical tests per the implied consent rule.

(10) Review all construction plans that affect motor vehicle/pedestrian traffic and parking, and make recommendations as may be appropriate.

(11) Submit recommendations for construction, repairs, traffic signs and control devices, and parking that will enhance traffic supervision, motor vehicle safety, and force protection measures. Review requests and recommendations submitted by others.

(12) Maintain liaison with local civilian law enforcement authorities to exchange information concerning traffic regulations, accidents, violations, and law enforcement training and operations that are of mutual benefit.

(13) Post this order in the Vehicle, Pets, and Weapons Registration Office for reference by persons who are reporting to register their motor vehicles.

(14) Authorize personnel to issue non-movement citations per reference (g).

(15) Develop and maintain a program for the reporting of serious and minor traffic violations (moving or non-moving) by officers and staff noncommissioned officers via the use of "Third Party Traffic Violation Reports."

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b. Staff Judge Advocate

(1) Coordinate the appointment of an officer to conduct traffic court, per reference (e).

(2) Assign an attorney to serve as the Special Assistant U.S. Attorney to prosecute offenses in Federal District Court that are cited by the military police on DD Form 1805.

(3) Advise the Provost Marshal, as necessary, concerning reference (b) and Federal laws applicable to motor vehicle and traffic supervision.

c. Inspector. Conduct hearings and investigations, review appeals to reinstate base driving privileges and take administrative action concerning non-motor vehicle violations of this order committed by civilians and military family members cited by the military police in Incident Complaint Reports and Minor Offense Reports.

d. Director, Safety Division

(1) Assist the Provost Marshal in the conduct of a public motor vehicle safety awareness program.

(2) Make recommendations concerning motor vehicle regulations that are in the interest of accident prevention.

(3) Conduct the Remedial Driver Training Course for personnel assigned by traffic court and other activity heads.

e. Assistant Chief of Staff, G-5. Ensure that all construction plans that affect motor vehicle and pedestrian traffic or parking, and the base of all traffic signs and traffic control devices are approved by the Provost Marshal, Fire Chief, and Director, Safety Division.

f. Commanding Officers, Directors, and Activity Heads

(1) Promulgate the contents of this order to all subordinates and promote traffic safety and compliance with regulations through frequent troop/personnel information programs.

(2) Ensure all special events that affect motor vehicle and pedestrian traffic or parking are coordinated with the Provost Marshal and Assistant Chief of Staff, G-3.

(3) Ensure that personnel under your cognizance are informed of, understand, and comply with requirements concerning motor vehicle registration.

(4) Ensure that subordinates who are cited by the military police and are scheduled to appear at traffic court or Federal Magistrate Court appear as scheduled.

(5) Take administrative and disciplinary action within the scope of your authority as may be appropriate against personnel who violate this order, to include directing personnel to attend the Remedial Driver Training Course conducted by the Director, Safety Division.

(6) Instruct personnel under your cognizance to report all violations and unregistered vehicles found in your areas to the Provost Marshal at 703-784-2251/2252.

(7) Coordinate with the Vehicle, Pets, and Weapons Registration Office to effect registration changes necessary due to revocation or suspension of driving privileges for assigned personnel.

(8) Coordinate with the Vehicle, Pets, and Weapons Registration Office for special registration requirements and contractor passes.

g. Owners/Operators of Motor Vehicles

(1) Register motor vehicles with the Provost Marshal and obtain passes as directed in this order.

(2) Maintain all registering requirements throughout the period of registration, or surrender the Department of Defense decal or pass to the Vehicle, Pets, and Weapons Registration Office.

(3) When authority to drive a motor vehicle has been restricted, suspended or revoked by any state or District of Columbia, or when driving privileges aboard this base have been suspended, revoked, or otherwise restricted, report to the Vehicle, Pets, and Weapons Registration Office within 24 hours after the imposition of such suspension or revocation to surrender or modify the DD Form 2220 or pass. Should the 24-hour notification period fall on a weekend or holiday, the operator shall notify Vehicle, Pets, and Weapons Registration Office before close of business on the next working day. Failure to self-report within required time limits may result in a period of up to 2 years of additional administrative suspension being imposed through traffic court procedures.

(4) Notify the Vehicle, Pets, and Weapons Registration Office of any circumstances, which may significantly alter vehicle registration information or eligibility (e.g., transfer, discharge from active duty, change of address, sale or other disposal of a vehicle, change of state registration, canceled insurance, lost/stolen/damaged DD Form 2220, etc.).

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(5) Remove or destroy DD Form 2220 before delivering the vehicle to another person. If the owner is unable to present the Department of Defense decal or pass for termination or update of registration, due to the above circumstances, the owner must sign a certification of destruction.

8. Coordinating Instructions

a. Although responsibilities for enforcement and disposition of motor vehicle offenses are specifically assigned in this order, those charged with responsibilities cannot be effective without cooperation from all hands aboard this base. All personnel are encouraged to submit recommendations for improvements, report hazards and offenses to the Provost Marshal, and provide testimony at judicial and administrative proceedings to ensure that violators are successfully prosecuted.

b. The primary chemical test to be utilized by the military police in connection with a lawful apprehension for suspicion of driving under the influence of intoxicants is the testing of breath. The test will be administered by a person who is qualified as indicated in chapter 4, section III of reference (a).

(1) Should the military police have probable cause to suspect that the person has been driving under the influence of drugs other than alcohol, or it becomes absolutely necessary to obtain a blood test, the Special Assistant U.S. Attorney will immediately be notified for guidance. Blood tests shall be performed per the laws of the Commonwealth of Virginia or Department of the Navy medical procedures.

(2) If the percentage of alcohol in an individual's blood measures 0.20 or higher, military police will arrange for medical personnel to examine the individual. This is done to ensure they are not in any physical danger of further alcohol related injuries (i.e., alcohol poisoning or cardiac arrest).

c. Enclosure (1) provides information concerning admission, registration procedures, and documentation requirements.

d. Enclosure (2) provides information concerning the types and placement of various decals issued.

e. Enclosure (3) provides a sample of a request to register business vehicles to be owned and operated by a contractor in connection with contracts aboard this base.

f. Enclosure (4) provides a sample of a request to register privately owned vehicles of contractor employees who will work aboard this base in connection with a contract.

g. Enclosure (5) contains regulations concerning parking, impounding, and removal of motor vehicles from this base by the Provost Marshal.

h. Enclosure (6) emphasizes or supplements reference (b) in regard to matters of traffic supervision and regulation.

i. Enclosure (7) contains regulations that emphasize or supplement reference (b) in regard to matters of traffic supervision and regulation for other than motor vehicles.

j. Chapter 2 of reference (a) contains procedures to be followed in connection with temporary suspension of driving privileges issued in connection with lawful apprehension for driving while intoxicated or refusal to consent to chemical testing.

9. Forms

a. DD Form 2220, Department of Defense Registered Vehicle Decal, is a controlled item and maintained by the Provost Marshal's Office.

b. DD Form 1805, U.S. District Court Violation Notice, is a controlled item and maintained by the Provost Marshal's Office.

c. DD Form 1408, Armed Forces Traffic Ticket, is a controlled item and maintained by the Provost Marshal's Office.

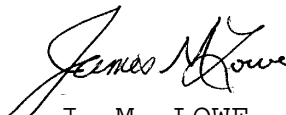
d. DD Form 2504, Abandoned Vehicle Notice, is a controlled item and maintained by the Provost Marshal's Office.

e. DD Form 2505, Abandoned Vehicle Removal Authorization, is a controlled item and maintained by the Provost Marshal's Office.

f. DD Form 2506, Vehicle Impoundment Report, is a controlled item and maintained by the Provost Marshal's Office.

g. DD Form 2507, Notice of Vehicle Impoundment, is a controlled item and maintained by the Provost Marshal's Office.

h. OPNAV Form 5560/1, Non-Government Vehicle Registration, is a controlled item and maintained by the Provost Marshal's Office.


J. M. LOWE

DISTRIBUTION: INTERNET

ADMISSION AND REGISTRATION INFORMATION AND PROCEDURES

1. Entrances/Exits/Checkpoints

a. The only entrances/exits to MCB Quantico controlled exclusively by the military police are those located east of I-95. All areas of the base east of Interstate-95 (I-95) are under exclusive Federal jurisdiction. Also, there are new permanent gates west of I-95, which are jointly controlled by military police and The Basic School personnel. All paved roads west of I-95, designated as MCB routes numbers 1 through 8, are under the concurrent jurisdiction of both the MCB Quantico and Commonwealth of Virginia. All other areas are exclusive Federal jurisdiction.

b. The military police may, at times and places approved by the Comdr MCB establish motor vehicle checkpoints and roadblocks for purposes of law enforcement, security, vehicle inspection, and public safety.

2. Registration and Passes. There are two types of registration and four types of passes. For the purpose of this order, the term "registration with the Provost Marshal" means either a permanent DD Form 2220, Department of Defense Registered Vehicle Decal, or a temporary decal has been issued and is affixed to the vehicle. A pass is not a registration.

a. Permanent Registration. This type of registration results in issuance of a DD Form 2220 affixed to the upper center of the windshield. It is valid for a period of 4 years but may expire earlier (e.g., at the end of active service/contract termination date/end of employment of the vehicle owner). Expiration month and year are indicated by separate numerals affixed to the upper left and right sides of the decal.

b. Temporary Registration. This type of registration is a handwritten paper decal taped to the inside of the windshield at the top and centered behind the rear view mirror. It may be issued when issuance of the DD Form 2220 is not appropriate, such as:

(1) For periods of 45 days or less for an otherwise qualified registrant to obtain documents or other needed items to obtain a permanent decal.

(2) For a period of temporary duty, or active duty for training when the vehicle does not have a permanent DD Form 2220 provided by another installation.

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(3) For purposes of a temporary nature where a pass is not appropriate (e.g., rental vehicles) as may be approved by the Provost Marshal.

c. Guest Pass. A paper pass is taped to the inside of the windshield at the top and centered behind the rear view mirror. It is issued to bona fide houseguests of MCB residents. The authorized dates will coincide with the period that the bona fide guest will reside in the quarters, but will not exceed the period authorized under the terms of the lease entered into with Lincoln Properties.

d. Visitor Pass. A paper pass may sometimes be issued by military police at an entrance gate upon presentation of a driver's license and vehicle registration. It is valid only on the day issued and for the purpose requested. The driver displays it on the vehicle glare shield, in front of the driver, throughout the time that the vehicle is on the base. It is surrendered upon exit from the base. Motor vehicle owners/operators may not use repetitive visitor passes to avoid the registration requirement of their vehicles.

e. Contractor Pass. A paper pass is issued for contractors, their business vehicles, and privately owned vehicles of their employees in the performance of a contract on this base (e.g., construction and repairs) when the duration is expected to be less than 1 year and the employees are not issued government or MCB identification cards. This pass is displayed on the glare shield in front of the driver.

f. Special Events Pass. A paper pass issued to visitors that may take any shape or form to best suit a special event. It is displayed on the vehicle glare shield in front of the driver. This type of pass is intended for official events of short duration where registration of vehicles, or delay at gates to issue a standard visitor's pass would present an undue or unnecessary administrative burden (e.g., parades, ceremonies, and conferences 1-5 days in length). Any organizations or activities on the base planning special events should coordinate in advance with the Provost Marshal to obtain special passes.

3. Who Must Register Their Motor Vehicles. The following personnel must register their privately/commercially owned, leased, or rented motor vehicles with the Provost Marshal if those vehicles are located or operated aboard the base. They must do so within 5 working days of reporting aboard or first obtaining the motor vehicle regardless of whether or not the vehicle has a Department of Defense registration that has not yet expired, and was issued by the base where they were formerly assigned.

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a. All military personnel assigned for active duty with any organization or activity located on this base, or who reside aboard the base, and their family members.

b. All civilian employees who are assigned to organizations or activities on this base for employment. This includes contractor employees whose intended period of employment on the base is 1 year or greater and whose employees are issued an identification card (e.g., food services workers).

c. All employees of private organizations and commercial activities operating aboard this base (e.g., Navy Relief Society, credit union, bank).

d. All military personnel assigned for temporary duty in excess of 1 week if their vehicle does not already have a DD Form 2220 issued by another installation.

e. Any person who frequently enters or operates their motor vehicle anywhere on this base for personal or business purposes such as medical treatment, shopping, authorized vendors, government consultants, and employees of government contractors who are expected to be working on the base for 1 year or more (e.g., food services workers).

4. Who May Register Their Motor Vehicles. The following personnel may register their vehicles with the Provost Marshal:

a. Military retirees and their family members who reside in the vicinity of this base.

b. Taxicab owners who agree to comply with separate base regulations as they apply to the operation of taxicabs.

c. Military family members who reside near this base, but the military member/sponsor is assigned to another location such as in the case of an unaccompanied overseas assignment.

d. Drilling members of a Quantico-based Selected Marine Corps Reserve unit can be issued a DD Form 2220 valid in 1-year increments. One year increments are issued to prevent those reservists who become non-obligors from keeping their DD Form 2220.

5. Who May Not Register Their Vehicles. The following personnel will not be issued Department of Defense permanent or temporary decals, or visitor passes.

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a. The owner/operator of any motor vehicle that would be prohibited to be registered, that is uninsured or improperly insured, or is unsafe to operate as a motor vehicle under MCB regulations or laws of the Commonwealth of Virginia.

b. Military personnel, military family members, or civilian employees who reside at, or are assigned for duty to another base. They must register their motor vehicles and obtain a DD Form 2220 from the base at which they perform their duties. The singular exception is the case of military family members cited in paragraph 4c above.

c. Any person who does not possess a valid civilian driver's license, or whose driver's license/driving privilege is currently suspended or revoked by any state, Federal, or military authority. Under certain circumstances such vehicles may be registered on a restricted basis to allow other than the owner to drive.

d. Any person whose vehicle is not registered with a state government or District of Columbia.

e. Any person who has been debarred from this or any other Federal base/installation.

6. Enforcement of Registration. In addition to such penalties as may be imposed by traffic court or Federal Magistrate, owners and/or drivers of vehicles found parked or operating aboard this base in violation of the requirement to register with the Provost Marshal may be prosecuted for trespassing, or violation of a lawful order. In addition, the vehicles may be impounded and removed by towing at the owner's expense.

7. Unlawful Use of Registration or Passes. All Department of Defense decals and passes are issued by, and remain the property of, the Department of Defense. The unauthorized removal, sale, transfer to another vehicle, mutilation, or altering of a DD Form 2220 or MCB pass is prohibited.

8. Continuous Requirements. All persons who have been issued DD Form 2220 or passes shall continuously comply with the requirements for driver's license, state registration, safety inspection, and insurance upon which the decal or pass was initially issued.

9. Special Categories of Motor Vehicles. The following types of vehicles are not required to be registered with the Provost Marshal. Form DD 2220 will not be issued even if requested.

a. Golf Carts. A gas or electric motor propelled vehicle designed, intended, and used only on the golf course as a golf cart.

ENCLOSURE (1)

b. Mopeds. A bicycle-like device with a helper motor rated at no more than two brake horsepower, 50 cubic centimeters or less, and can be propelled by use of the engine or by use of bicycle pedals. Mopeds will follow all the rules of the road and safety requirements applicable to motorcycles.

c. Tractor Type Lawn Mowers. Self-Explanatory.

d. Recreational Vehicles. A self-propelled vehicle having two, three, four or more wheels, intended for operation off paved roads. Some recreational vehicles that are required to be registered as motor vehicles by the laws of the Commonwealth of Virginia must also be registered with the Provost Marshal. Their operation anywhere aboard this base is prohibited except at specific locations and events as may be separately authorized by the Comdr MCB from time to time. These vehicles must be transported by an authorized carrier or vehicle to and from the special use areas.

e. Go- Carts/Midget Cars. Equipped with gasoline engines, and all other similar motor driven vehicles (including those designed for the use of children). Their operation anywhere aboard this base is prohibited except at specific locations and events as may be separately authorized by the Comdr MCB from time to time. These vehicles must be transported by an authorized carrier or vehicle to and from the special use areas.

f. Trailers, Campers, and Mobile Homes. If they are not self-propelled, they will not be registered with the Provost Marshal. Owners will comply with state registration, equipment safety inspection, and insurance requirements. Those that are self-propelled (e.g., motor homes) are considered to be motor vehicles and the owners will abide by the requirements pertaining to motor vehicles.

g. Bicycles. Self-Explanatory.

10. Registration Procedures

a. For the purpose of these procedures the owner is:

(1) Privately Owned Vehicle. The person(s) whose name(s) appear on the state vehicle registration.

(2) Business Owned Vehicle. The sole owner of the business, a partner of the partnership, or a principal officer of the corporation indicated on the state vehicle registration.

(3) Leased/Rental Vehicle. The private individual, owner of the business, partner of the partnership, or principal officer of the corporation indicated on the vehicle rental/leasing agreement.

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b. The vehicle to be registered must be present at the Vehicle, Pets, and Weapons Registration Office. Vehicle registration personnel will affix the registration decals to the vehicle per Provost Marshal Instruction 35-04.

c. The owner must be present at the Vehicle, Pets, and Weapons Registration Office to register the vehicle. In the case of privately owned vehicles, exceptions may be made under certain circumstances such as follows:

(1) The owner who is a military member, military retiree, or civilian employee is not present due to temporary duty, illness, hospitalization or deployment and will not return in time to personally comply with registration requirements. The spouse or any other person designated by the owner in a notarized statement or by power of attorney may register the vehicle for the member.

(2) The owner who is a family member residing aboard this base with a military sponsor is not present and cannot return in time to personally comply with registration requirements. The military sponsor, spouse, or any other person designated by the owner in a notarized statement or by power of attorney may register the vehicle for the family member.

(3) When an exception is granted, the person registering the vehicle must provide the same information as would otherwise be required to be provided by the owner.

d. The owner must go to the Vehicle, Pets, and Weapons Registration Office and present the following items:

(1) Identification. A valid form of identification as follows:

(a) Military Personnel, Military Family Members, Military Retirees and Military Retiree Family Members, and Government Employees. An Armed Forces identification card/government employee identification card/or identification card required by a contract.

(b) Contractors. To obtain contractor passes for contractor business vehicles, a letter from the contracting officer or director administering/having cognizance over the contract to the Provost Marshal attesting to the granting of a contract, the name and address of the company, the location of the work, the days of the week and hours of the day when work will be performed, the estimated number of vehicles, and the estimated duration of the contract period.

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(c) Contractor Employees. To obtain contractor passes for employee privately owned vehicles, a letter from the contractor to the Vehicle, Pets, and Weapons Registration Office, referencing the letter cited in paragraph 10d(1)(b) above, requesting that the privately owned vehicles of employees listed in the letter be provided with contractor passes. The letter must provide the following information for each employee: Name; driver's license number; and description of vehicle to include year, make, state registration, insurance company, and policy number.

(d) Taxicab Owner. License to operate as a taxicab company or other documents issued by a state, county, or local government identifying the person as owner, partner, or principal officer.

(2) Driver's License. Not necessary for vehicles owned, rented, or leased by businesses, partnerships, or corporations when the person registering the vehicle is a business owner as described above.

(3) Registration. Registration for the vehicle(s) in the name of the owner or the company owning the vehicle. For rented/leased vehicles, the rental/lease agreement will be used for this purpose.

(4) Insurance. The name of insurance company and policy number. The owner must sign a certification to the continuing possession of motor vehicle liability insurance coverage that conforms, at least, to the minimum limits prescribed by the laws of the Commonwealth of Virginia for the type vehicle/business being conducted.

(5) Driver Improvement Completion. Military personnel under the age of 26 must provide evidence of completion of the Driver Improvement Course. Second lieutenants under the age of 26, attending The Basic School must complete the Driver Improvement Course within 90 days from graduating Officer Candidates School. Evidence consists of either a course completion card/certificate, or a letter from their commanding officer or designated "By direction" representative verifying that the individual's service record indicates completion of the Driver Improvement Course.

(6) Vehicle Safety Inspection. Evidence of completion of a safety and mechanical vehicle inspection within the previous 12 months by the state in which the vehicle is registered. If the state or jurisdiction of registry does not require a motor vehicle safety and mechanical inspection, this provision shall not apply. Unit commanders shall retain the right to require vehicle inspections for those Marines preparing to travel out-of-bounds.

e. Acknowledgment of Implied Consent. The owner must sign an acknowledgment of implied consent to voluntary breath, blood, and urine testing, and impoundment of the motor vehicle per MCO 5110.1 and Commonwealth of Virginia motor vehicle laws and related statutes.

f. Motorcycle Registration Requirements. In order to register a motorcycle the owner must comply with the following additional requirements:

(1) Possess a valid motorcycle operator's permit or a driver's license indicating that they are authorized to operate a two-wheel cycle. If licensed by a state that does not require either a motorcycle operator's license or an endorsement on the motor vehicle driver's license, the registrant and/or operator must obtain a Commonwealth of Virginia driver's permit annotated as approved and licensed to drive a motorcycle.

(2) All military personnel will provide evidence of completion of a Motorcycle Safety Foundation Training, by either presenting a course completion certificate/card or letter from their commanding officer certifying that the service record contains proof of completion of an approved 8-hour Motorcycle Defensive Driving Course.

INFORMATION CONCERNING TYPES OF DECALS ISSUED

1. Permanent Decal. Form DD 2220, Department of Defense Registered Vehicle Decal, will be issued to vehicle owners who have completed the OPNAV Form 5560/1, Non-Government Vehicle Registration Form and have met with all requirements prescribed. The vehicle will be assigned one of the following MCB tabs:

a. Blue Tab. Issued to all officers, active duty and retired, or their surviving spouses.

b. Red Tab. Issued to all enlisted, active duty and retired, or to their surviving spouses.

c. Green Tab. Issued to civilians who are either Department of Defense or Marine Corps Community Services Division employees who work aboard the base.

d. Black Tab. Issued to all other civilians (e.g., taxicabs, commercial delivery vehicles, vendors, and consultants).

2. Temporary Decal. A plain white handwritten decal that is affixed to the windshield by tape will be issued in situations as described in the basic order.

3. Grade Insignia Decal. With each DD Form 2220 issued to active duty or retired general officers, admirals, colonels, or Navy captains, a grade insignia will also be offered to the owner. When used, specific placement is mandatory as indicated below. A general officer decal will have a white star(s) on a red field, an admiral will have a white star(s) on a blue field, and a colonel or Navy captain will have a white eagle on a red field.

4. Prince William County Sticker. Article III, section 13-60 of the Prince William County code, requires that every person owning a motor vehicle regularly housed or stored in the county and used, or intended to be regularly operated upon the streets or highways in the county, obtain and display an annual county motor vehicle license in the form of a motor vehicle sticker displayed in the bottom center of the windshield. Section 13-66 of the code provides for the issuance of Prince William County stickers free of charge to all active duty personnel stationed aboard this base, provided the vehicle is registered in the name of the military person only, and provided that the military person's home of domicile is in a state other than Virginia.

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5. Marine Corps Air Facility Sticker. Personnel assigned to work aboard the Marine Corps Air Facility, will be issued Marine Corps Air Facility stickers upon presentation of orders or other forms of identification showing that they are assigned to the Marine Corps Air Facility for duty.

6. Standard Placement

a. The DD Form 2220 will be placed in the blind spot behind the rear view mirror (centered) on the windshield. On two-wheeled vehicles (motorcycles), the decal will be attached to the front left fork or the top of the fender. Attachment in any other location will invalidate the registration.

b. Grade insignia decals will be attached to the right side of the DD Form 2220 (front viewing).

c. Marine Corps Air Facility stickers will be attached to the right side of the DD Form 2220 (front viewing).

d. If the vehicle is brought to the Vehicle, Pets, and Weapons Registration Office, persons from the section will assist in attaching the decals.

e. Temporary decals are taped to the inside of the windshield, at the top and centered behind the rear view mirror with lettering facing toward the front of the vehicle.

f. Visitor passes are to be displayed lying on the glare shield immediately in front of the driver and facing so that they are readable from outside the front of the vehicle.

7. Renewal. On, or immediately prior to the expiration date, the owner of the vehicle must return to the Vehicle, Pets, and Weapons Registration Office for renewal or removal of the DD Form 2220.

8. Revocation. The following action will be taken by the Vehicle, Pets, and Weapons Registration Office in regards to personnel placed on the driving revocation/suspension list by the Traffic Court Officer:

a. The Vehicle, Pets, and Weapons Registration Office will remove all DD Form 2220s and passes from revoked driver's vehicles.

b. All drivers who are placed on revocation must re-register their vehicles before driving on the base when their revocation period is terminated.

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c. Driver Restriction Stickers. If restricted/limited privileges are imposed, the DD Form 2220 will remain on the vehicle and the following additional orange in color stickers will be added to the decal denoting the type of restriction:

- (1) "Female" will indicate female driver only.
- (2) "Male" will indicate male driver only.
- (3) "Limited" will be added to indicate to and from work by most direct route.

ENCLOSURE (2)

SAMPLE LETTER REQUESTING CONTRACTOR PASSES
FOR CONTRACTOR BUSINESS VEHICLES

ORGANIZATIONAL HEADING

5560
Code
Date

From: Title of Organization Head
To: Commander, Marine Corps Base, Quantico (Attn: Vehicle, Pets,
and Weapons Registration Office, B 27)
Subj: REQUEST FOR ISSUANCE OF CONTRACTOR PASSES IN CASE OF
CONTRACTOR BUSINESS VEHICLE(S)
Ref: (a) MCBO 5560.2C

1. Per the reference, request that contractor passes be issued to the designated representative or alternate for business vehicles of the following company who has been granted a contract for the performance of work for the government aboard MCB Quantico.

- a. Name of company:
- b. Business address of company:
- c. Location of work to be performed: (e.g., building number, area)
- d. Estimated Start Date:
Estimated Completion Date:
- e. Days of Week: (e.g., Monday-Friday, all days)
- f. Hours of Workdays: (e.g., 0900-1800)
- g. Estimated number of vehicles to be given passes:
- h. Company Representative: (name and telephone number)
Alternate: (name and telephone number)

2. The company representative will provide vehicle identification, registration, inspection, and insurance certification to the Vehicle, Pets, and Weapons Registration Office before any pass is issued and will sign written acknowledgments of implied consent to chemical testing and vehicle impoundment/towing required by the reference.

3. Point of contact for coordination is: (name and telephone number)

// Signature //

ENCLOSURE (3)

SAMPLE LETTER REQUESTING CONTRACTOR PASSES FOR
CONTRACTOR EMPLOYEES PRIVATELY OWNED VEHICLES

ORGANIZATIONAL HEADING

5560
Code
Date

From: Name of Company
To: Commander, Marine Corps Base, Quantico (Attn: Vehicle, Pets,
and Weapons Registration Office, B 27)
Subj: REQUEST FOR CONTRACTOR PASSES FOR EMPLOYEE(S) PRIVATELY
OWNED VEHICLES
Ref: (a) Cite the letter requesting passes for contractor
business vehicles

1. Request that the below listed employees be issued contractor passes for their privately owned vehicles used to commute in connection with the government contract cited in the reference. All employees listed below have been informed that they must have automobile insurance per the laws of the state in which their vehicle is registered, and that by driving on this base they have given consent to chemical testing and impoundment/towing as described in the base traffic regulations and the laws of Virginia.

<u>Name (Last, First, MI)</u>	<u>Driver Lic#/State</u>	<u>Vehicle Yr/Make/State Reg#</u>
Smith, John K.	128382601/NY	88/Ford/VA 1234

(List information for all persons requiring passes.)

(The company representative/alternate designated below may bring this to the Vehicle, Pets, and Weapons Registration Office and pick up the passes, or, the letter may be sent to the Vehicle, Pets, and Weapons Registration Office and each employee personally report to pick up passes.)

(Use additional letters as employees are hired/changed.)

2. Request that the passes be ready for pickup no later than _____.

3. Company representative for this matter is: (name and telephone number) and the alternate is: (name and telephone number).

// Signature //

ENCLOSURE (4)

PARKING, IMPOUNDMENT, AND REMOVAL FROM THE BASE

1. Parking Control

a. The Assistant Chief of Staff, G-5 (Head, Family Housing Branch), in consultation with Lincoln Properties, is responsible for the assignment of motor vehicle parking spaces to base quarters for use by residents and guests.

b. The Director, Marine Corps Community Services Division is responsible for the assignment and distribution of motor vehicle parking spaces located at Marine Corps Community Services Division activities.

c. Area commanders are responsible for assigning and distributing available parking spaces within their designated areas. Reserved parking in parking lots will be kept to the minimum consistent with operational and logistical necessity. Priority will be given to government motor vehicles, the needs of the handicapped and billets normally occupied by persons that are afforded VIP status under law (e.g., commanding officers, department heads, and sergeants major), in that order.

d. Area commanders/activity heads are to assign personnel to serve as parking monitors of their respective lots. Names of monitors will be provided in writing to the Provost Marshal's Office for approval. Monitors will be provided a brief by the Provost Marshal in the issuance of form Marine Corps Base (MCB) 5560/6, Non-Movement Citation, and will be guided in the performance of their duties by this order. Monitors will provide copies of all issued citations to the Provost Marshal (Attn: Traffic Court Clerk) for processing.

e. Except for assignment to existing parking spaces, all other actions affecting parking aboard this base must be approved not only by the area commander, but also the Provost Marshal; Director, Safety Division; Assistant Chief of Staff, G-5; and the Fire Chief. In addition, Lincoln Properties should receive timely notification of any actions that may affect parking within housing areas.

2. Parking Offenses

a. Parking is prohibited:

(1) On any street or road in such a manner as to obstruct, impede, or hinder the normal movement of motor vehicle traffic in the regularly used traffic lane.

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(2) In any space reserved for commanding officers, department heads, and sergeants major, or in any space reserved for the handicapped when there are no handicapped persons in the motor vehicle.

(3) In such a manner as to occupy or obstruct more than one marked parking space, or to obstruct access to or exit from parking spaces via the designated traffic lanes.

(4) In any area which has been designated as a no parking area, tow away zone, safety zone, pedestrian crosswalk, fire lane, or emergency vehicle entrance/exit by authorized signs, painting, or by other appropriate means.

(5) Within 15 feet of any fire hydrant, intersection, traffic sign, stop sign, or warning device, or in such a position as to obstruct such intersections, signs, or warning devices from the vision of other traffic.

(6) Counter to the flow of traffic on roads or in parking lots.

(7) On any lawn or grass area that is not a designated parking area.

b. Trailers, campers, boats, and similar recreational vehicles may not be parked overnight anywhere aboard MCB Quantico, except for the recreational vehicles storage lots managed by Marine Corps Community Services Division. This restriction applies to housing areas as well as other locations on the base. Residents of base housing who own such vehicles will have priority for spaces in these lots.

3. Impoundment and Towing. MCO 5110.1 states that a privately owned vehicle should not be impounded unless it clearly interferes with ongoing operations or movement of traffic, threatens public safety or convenience, is involved in criminal activity, contains evidence of criminal activity, or is stolen or abandoned. It also requires that base commanders establish and promulgate policies and procedures for impounding and towing privately owned vehicles. The following policies and procedures apply to the impoundment and towing off the base of unattended motor vehicles:

a. Immediate impoundment and towing of unattended motor vehicles per the procedures and documentation contained in chapter 6 of MCO 5110.1 and without prior notification and attempt to locate the owner is authorized under the following conditions:

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(1) The vehicle is parked in such a manner, location, or parking space not otherwise approved for use by that motor vehicle and impedes, hinders, blocks, or otherwise obstructs access to entrances and exits of fire stations; emergency medical clinics; parking lots; fire hydrants; pedestrian crosswalks; safety zones; fire lanes; fire and emergency exits; supply/commissary and exchange activity storage and delivery loading docks; construction and repair worksites; "government vehicle only" parking spaces; and trash dumpster removal.

(2) The vehicle is parked on any street, bridge, tunnel, or sidewalk in such a manner as to obstruct or interfere with the orderly flow of motor vehicle and pedestrian traffic.

(3) The vehicle is not otherwise legally parked and interferes with the conduct of snow removal or military training operations.

(4) The vehicle is parked in a tow-away zone.

(5) The mechanical or physical condition of the motor vehicle presents a hazard to the public (e.g., leaking gasoline).

(6) There is probable cause to believe that the motor vehicle was or is presently an instrument in a felony or drug offense, or is of evidentiary value in the prosecution of a felony or drug offense.

(7) There is no reasonable way to establish ownership of the motor vehicle, that is, it has no state registration, no DD Form 2220, Department of Defense Registered Vehicle Decal; no temporary or visitor pass, no vehicle identification number, and no other documents in the vehicle that could be used to determine ownership.

b. 72-Hour Warning Required. If a privately owned vehicle is found anywhere on the base in any of the following situations a DD Form 2504, Abandoned Vehicle Notice, will be attached to the privately owned vehicle, and it will be impounded and towed 72 hours later per the procedures and documentation contained in chapter 6 of MCO 5110.1.

(1) No (or expired) state registration plate, DD Form 2220, temporary contractor, special event or visitor pass, or state safety inspection seal when required by the state of registry.

(2) Mechanical or physical condition clearly indicates that although not an immediate threat to public safety, it has equipment and safety defects in violation of the Commonwealth of Virginia Motor Vehicle Laws and Related Statutes.

(3) It is known to be uninsured.

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c. Authority to Impound and Remove

(1) Immediate Impoundment and Towing. The Provost Marshal may authorize immediate impoundment and towing of motor vehicles for violations as indicated in paragraph 3a(1) through 3a(7) above. The Provost Marshal may delegate this authority to a limited number of military police personnel and will issue written instructions as may be necessary to ensure that vehicle owner's constitutional rights to due process, freedom from unreasonable search and seizure, and freedom from deprivation of private property are properly considered before towing is authorized.

(2) 72-Hour Warning. Any military police personnel who are authorized by the Provost Marshal to issue traffic citations are authorized to initiate a 72-hour warning for violations contained in paragraph 3b(1) through 3b(3) above. The actual towing at the expiration of 72 hours must be preceded by a reasonable attempt to have located the owner and requested of them to remove the vehicle. This must be approved by a person authorized by the Provost Marshal to approve immediate towing operations.

(3) Situations Not in Violation of This Order. In instances not clearly in violation of specific provision of this order, the impoundment and towing of unattended privately owned vehicles must be authorized only by the Provost Marshal or the Comdr MCB.

d. Use of Private Towing Companies. There is no government privately owned vehicle towing service or impoundment facility aboard this base. The Provost Marshal will establish liaison with local companies who are authorized under the laws of the Commonwealth of Virginia to tow and store motor vehicles. Companies who agree to respond on call to the Provost Marshal for the purpose of removing motor vehicles from this base, and subsequently safeguard and store them until claimed by the owner, will be placed on an equitable rotation by the Provost Marshal. Complaints against the companies will be recorded, investigated by the Provost Marshal within the limits of military jurisdiction, and reported to civil authorities when substantiated. Founded complaints against companies, or failure to respond to calls from the military police will result in removal of the company from the list of approved companies in the rotation.

e. Towing and Storage Fees. All costs incidental to removal and storage will be paid by the vehicle owner, not the government. The owner will be liable for costs from the moment that the towing company is contacted and agrees to respond to the scene, even if the owner arrives on the scene before the tow vehicle arrives. Fees charged by the towing companies will be no higher than those fees permitted under the laws of the Commonwealth of Virginia.

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f. Administration and Documentation

(1) The military police and the towing companies will comply with the administration and documentation procedures for impoundment.

(2) Unattended Privately Owned Vehicles

(a) DD Form 2504 will be conspicuously placed on privately owned vehicles considered unattended. This action will be documented by the Provost Marshal's Office.

(b) The owner will be allowed 3 days from the date the privately owned vehicle is tagged to repair all discrepancies or remove the vehicle before impoundment action is initiated. If the discrepancies have not been repaired, or vehicle has not been removed from the base after 3 days, it will be removed by the contracted towing companies. If a contracted towing company is used, a DD Form 2505, Abandoned Vehicle Removal Authorization, will be completed and issued to the contractor by the Provost Marshal.

(c) Prior to removing the vehicle, the military police will complete DD Form 2506, Vehicle Impoundment Report, as a record of the actions taken. This form will be completed in the presence of the contracted towing company driver.

g. Inventory of Vehicles

(1) All vehicles subject to tow will be inventoried by the military police in the presence of the contracted towing company driver. Personal property will be listed on the space provided on DD Form 2506. If additional space is needed, use the back of the form. All personal property inside the vehicle will be listed on this form. The military police will retain the original, and one copy will be given to the contracted towing company driver.

(2) The contents of locked containers such as a suitcase or briefcase inside the vehicle need not be inventoried. Such articles should be opened only if necessary to identify the owner of the vehicle or if there is probable cause that the container contains contraband. In this case, list the container on DD Form 2506 and seal it with security tape. Unlocked containers should be inventoried for the protection of all parties involved. Personal property must be placed in a secure area for safekeeping.

h. Notice of Vehicle Impoundment. DD Form 2507, Notice of Vehicle Impoundment, will be forwarded by certified mail to the address of the last known owner of the vehicle to advise the owner of

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the impoundment action and request information concerning the owner's intentions pertaining to the disposition of the vehicle, by the accident investigation noncommissioned officer.

i. Security of Towed Vehicles. Tow companies will make every reasonable effort to avoid damage to the vehicle and ensure security during temporary storage.

j. Vehicles Held for Evidentiary Purposes

(1) When a privately owned vehicle is to be held for evidentiary purposes, the vehicle should remain in the custody of the military police until law enforcement purposes are served.

(2) Recovered stolen privately owned vehicles will be released to the registered owner, unless held for evidentiary purposes or to the law enforcement agency reporting the vehicle stolen, as appropriate.

(3) A privately owned vehicle held on request of other authorities will be retained in the custody of the military police until the vehicle can be released to such authorities.

(4) The search of a privately owned vehicle in conjunction with impoundment based on criminal activity will likely occur in one of the following general situations:

(a) The Owner or Operator is Not Present. This situation could arise during traffic and crime-related impoundments and abandoned vehicle seizures. A property search related to an investigation of criminal activity should not be conducted without search authority unless the item seized is in plain view or is readily discernible on the outside as evidence of criminal activity. When in doubt, proper search authority should be obtained before searching.

(b) The Owner or Operator is Present. This situation can occur during either a traffic or criminal incident, or if the operator is apprehended for a crime or serious traffic violation and sufficient probable cause exists to seize the vehicle. This situation could also arise during cases of intoxicated driving or traffic accidents in which the operator is present but incapacitated or otherwise unable to make adequate arrangements to safeguard the vehicle. If danger exists to the military police or public or if there is a risk of loss or destruction of evidence, an investigative type search of the vehicle may be conducted without search authority.

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(5) Disposition of Vehicles After Impoundment

(a) If a privately owned vehicle is impounded for evidentiary purposes, the vehicle can be held for as long as the evidentiary or law enforcement purpose exists. The vehicle must then be returned to the owner without delay unless directed otherwise by competent authority.

(b) If the vehicle is unclaimed after 30 days from the date notification was mailed to the last known owner or the owner released the vehicle by properly completing DD Form 2505, the vehicle will be disposed of by one of the following procedures:

1 Release to the lien holder, if known.

2 Processed as abandoned property per Virginia Motor Vehicle Traffic Laws Sections 46.2-1200 through 46.2-1214.

(c) Personal property left in abandoned vehicles will be disposed of per Virginia Motor Vehicle Traffic Laws Section 46.2-1214.

4. Vehicles of Intoxicated Drivers. The driver of a motor vehicle who is apprehended in connection with driving under the influence, or driving while intoxicated will not be permitted to drive the vehicle while there is any evidence of any impairment or intoxication. If there is an unimpaired passenger with a valid driver's license in the vehicle, the military police will ask that the driver give permission to the passenger to drive the vehicle. If there is no passenger, the military police will afford the driver the opportunity to contact a relative or friend to assist. If a friend or relative of the driver cannot respond, the military police have the option of towing the vehicle if it is blocking traffic or leaving the vehicle parked safely with a 72-hour warning tag attached. The military police will not drive the vehicle except when no other reasonable course of action is available and only to avoid a hazardous or dangerous situation.

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SUPPLEMENTARY MOTOR VEHICLE REGULATIONS

1. Speed Limits. Although there is no minimum speed prescribed, no person shall operate a motor vehicle at such a slow speed as to impede or block the normal or reasonable movement of traffic. Notwithstanding any speed limit imposed either by this order or road signs, no person shall drive a motor vehicle at a speed greater than one which is reasonable or prudent under existing conditions. Unless otherwise posted, the maximum authorized speed on this base is 40 miles per hour. The following additional maximum speeds apply for the areas and situations indicated:

- a. 10 Miles Per Hour: All parking lots.
- b. 15 Miles Per Hour: Housing areas, BEQ areas, elementary school areas, unpaved roads, and passing troops in formation. Entering and exiting through the Marine Corps Base (MCB) main gate, rear gate and military checkpoints.
- c. 25 Miles Per Hour: School zones with the exception of Burrows and Ashurst Elementary Schools (when in session), approaching the MCB main and rear gates.

2. Emergency Vehicles. Emergency vehicles are defined as any law enforcement, fire fighting, ambulance, rescue, or lifesaving vehicle being used in the performance of public services, and authorized to travel in response to an emergency call. These vehicles are authorized to operate with emergency warning devices (code lights and/or sirens).

a. Emergency vehicles aboard MCB Quantico include only those motor vehicles so equipped and operated by the military police, Fire Department, Aircraft Fire and Rescue, Naval Medical Clinic, and their civilian equivalents operating aboard this base.

b. Explosive Ordnance Disposal (amber/red lights & siren), range control vehicles (amber/red lights & siren), motor transport wreckers (amber lights only), motor transport road masters (amber and red lights only), and MCB Quantico area commander's vehicles (appropriate color lights) are all considered "non-emergency vehicles equipped with warning devices," and are subject to all traffic regulations at all times. Area commanders may use their lights only in Force Protection Conditions "C" and "D," per MCB Quantico AT/FP Plan, in order to expedite movement on the base and to bypass long vehicle queues at the gates caused by identification card inspections and vehicle inspections.

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c. The drivers of emergency vehicles are subject to all traffic regulations when not operating under actual emergency conditions. In an actual emergency, drivers of emergency vehicles may violate traffic regulations, signs, and signals, provided that the decision to violate is made with "due regard" for their safety and the safety of others. "Due regard" means that, given the same set of facts and circumstances surrounding an "actual emergency," a reasonable person of ordinary intelligence would make the same decision. An "actual emergency" is defined as a situation in which there is a high probability of death or serious injury, destruction of valuable property, theft, damage or destruction of property that is "of vital or significant importance to national security," and the violation of the traffic regulations would reduce the severity of the situation, or make a significant difference in the outcome without jeopardizing the safety of others. Drivers are cautioned that in any and all cases, they will be held accountable for their decisions concerning the safety of their vehicle and all other vehicles and persons they encounter.

d. All other drivers and vehicles will give way to emergency vehicles proceeding under code lights and siren.

3. Passenger Seating and Restraint Devices

a. No motor vehicle will be operated with more passengers than for which it was designed, or with passengers in seating other than that for which the motor vehicle was designed.

b. All drivers and passengers in privately owned vehicles manufactured after model year 1966 are required to use the restraint devices installed anytime the motor vehicle is placed in motion on or off base. Failure to use installed restraint devices shall result in the issuance of DD Form 1408, Armed Forces Traffic Ticket, and mandatory traffic court appearance. Any child, through age 5, shall be provided with and properly secured in a child restraint device of a type that meets the standards adopted by the United States Department of Transportation. The driver will be held accountable for the conduct of passengers.

c. The driver and passengers of all government vehicles must use the passenger restraint systems that are installed anytime the motor vehicle is in motion. The senior person in the government vehicle will be held accountable for enforcement of this provision.

4. Movement in Reverse. Before placing any motor vehicle in a reverse gear, the driver will take all reasonable actions necessary to ascertain that the vehicle can be safely moved in reverse without

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danger of impact with pedestrians, other motor vehicles, private or government property. In case of government motor vehicles, the driver will visually sight the area behind the motor vehicle (dismounting if necessary) and will sound the horn before beginning the reverse motion. If the driver cannot see immediately to the rear throughout the reverse travel, and if there is an alternate driver or passengers in the vehicle, the driver will use the alternate driver or passenger to assist in clearing the rear of the vehicle during backing.

5. Keys. No motor vehicle will be left unattended with the ignition, door or trunk keys left in the vehicle.

6. Engine Running, Driver Not in Vehicle. The driver of any motor vehicle will remain seated in the driver's seat anytime the engine is running. The engine will be off, the transmission in park (automatic)/gear engaged (manual), and parking brake set before the driver exits the vehicle.

7. Pushing and Towing. No motor vehicle will tow more than one other vehicle. Chains and tow bars with a working strength greater than the vehicle being towed and that are designed for towing must be used. Only vehicles that are designed and equipped for pushing operations may push other vehicles.

8. Disabled Vehicles. The driver of a disabled vehicle will use every reasonable means available to move the disabled vehicle off the roadway, notify the military police, and await arrival of assistance. If it becomes necessary to leave the vehicle, ensure that it is not blocking traffic, attach a cloth to the antenna or handle on the driver's door, leave information concerning the ownership and the vehicle problem on the dashboard, and return with repair personnel within 24 hours to claim the vehicle. If the vehicle is blocking traffic or causing a safety hazard it will be impounded and removed at the owner's expense.

9. Motorcycles. Motorcycles will be in compliance with the following:

a. Will be equipped with a double filament headlight that shall be turned on whenever the motorcycle is in operation, will have a rear view mirror attached to each side of the handlebars, and will comply with all other equipment and safety inspection requirements of the Commonwealth of Virginia Motor Vehicle Laws.

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b. The Driver and All Passengers Will Wear:

(1) A properly fastened (under the chin) protective helmet, which meets the standards of the Snell Memorial Foundation, the American National Standards Institute, or the Department of Transportation.

(2) Impact or shatter resistant goggles or full-face shield attached to the helmet. A windshield, eyeglasses or fairing alone is not considered proper eye protection.

(3) A brightly colored outer upper garment during the day and a reflective upper garment at night, or a commercially available mesh/fabric vest that is bright yellow, international orange, or lime green with 1½ to 2--inch wide vertical or horizontal retro-reflective strips front and back. The vest is authorized for wear by Marines in uniform, but should be removed as soon as the Marine gets off the motorcycle.

(4) Hard-soled shoes with heels. The use of leather boots or over the ankle shoes is encouraged. Tennis shoes, sandals, and running shoes do not meet minimum safety requirements.

(5) Properly worn long-sleeved shirt or jacket, long-legged trousers, and full-fingered gloves or mittens are encouraged.

c. The driver shall not transport more passengers than the motorcycle is designed to carry.

10. Bicycles and Mopeds

a. Bicycles and mopeds will not be operated on the sidewalk. When operated on paved roads the rider will move with the direction of traffic, stay to the extreme right edge of the paved surface, keep a minimum of one hand on the handlebars at all times, obey all signs, traffic signals and orders given by the military police, signal all maneuvers, and yield to pedestrians.

b. The number of riders on a bicycle or moped will not exceed the number of seats for which it was designed.

c. Bicyclists and moped operators are encouraged to wear brightly colored clothing or a brightly colored vest at all times. However, 30 minutes prior to sunset until 30 minutes after sunrise, bicyclists and moped operators will be required to wear reflective clothing. This clothing must contain reflective material that is

visible from the front and from the rear, and can be seen from a distance of 300 feet when illuminated by headlights. In addition, they must wear a helmet that is Snell Memorial Foundation or American National Standards Institute approved when operating a bicycle or a moped.

d. Bicycles and mopeds will be equipped with a white headlight visible from 500 feet to the front and at least 1 red colored reflector or light visible from 300 feet to the rear when being operated between the hours of 30 minutes prior to sunset and 30 minutes after sunrise. Mopeds must leave their headlight on at all times when the moped is in operation.

e. All regulations concerning intoxication and motor vehicles apply to bicycles and mopeds.

f. Bicycles and mopeds will be parked in bicycle racks if such racks are available. They will not be left blocking sidewalks, roads, driveways, or parking areas. They will be locked to prevent theft when not in use. The regulations with regard to impoundment and towing of motor vehicles apply to bicycles and mopeds except that they will be taken to a secure area by the Provost Marshal aboard this base, and there will be no monetary expense to the owner. In addition, impoundment is authorized to prevent theft when the bicycle or moped is found unsecured.

11. Children. Children under the age of 9 will not be left unattended in motor vehicles at any time.

12. Pets. Pets will not interfere with operation of the motor vehicle by the driver. Pets will not be left in parked motor vehicles with the windows totally closed. In no case will a pet be left in a parked motor vehicle under extreme heat conditions.

13. Earphones. Use of radio, stereo, or television earphones or any other physical device (except safety helmet) that prevents or interferes with normal hearing acuity is prohibited for the driver of a motor vehicle, motorcycle, moped, or bicycle.

14. Loud Playing of Radios, Compact Discs and Tape Players. The volume of a radio, compact disk or tape player, or any other entertainment device when used in a motor vehicle will be kept to the minimum necessary to hear without interfering with the driver's ability to hear traffic and emergency warning devices. The use of these devices such that they clearly disturb the rights of others to quiet is prohibited.

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15. Open Containers of Alcoholic Beverages. No person will operate a motor vehicle anywhere aboard the base with an open container of an alcoholic beverage located anywhere in the passenger compartment. Consuming alcoholic beverages by anyone in a motor vehicle, or a bicycle or moped is prohibited.

16. Picking Up/Discharge of Passengers. The picking up or discharge of passengers will not be accomplished when the vehicle is standing in a regular traffic lane. The vehicle must move out of the traffic lane and discharge passengers only on the side away from other traffic. Discharge or pickup of passengers is specifically prohibited by stopping the vehicle on either side of Barnett Avenue between the Neville Road/Potomac Avenue traffic light and the John Quick Road/Henderson Road traffic light.

17. Motor Vehicle Accidents

a. The driver of a motor vehicle involved in an accident that occurs on this base must report the accident immediately to the military police if: the accident involves a government motor vehicle and any fatality, personal injury, or property damage of \$250 or greater; or, the accident involves a privately owned vehicle, and any fatality, personal injury, or combined property damage of \$1000 or greater.

b. The Provost Marshal must investigate the above accidents. Unless necessary to effect medical treatment of victims, or to prevent further accidents or injuries, no party involved will leave the scene, and no motor vehicle involved will be moved after an accident that requires investigation until the arrival and approval of the Military Police Accident Investigation Unit.

c. The driver of any government motor vehicle involved in a motor vehicle accident off this base must report the accident immediately to the local civilian law enforcement agency having jurisdiction as well as the law enforcement personnel of the nearest military installation.

d. The driver(s) of privately owned vehicles involved in on-base motor vehicle accidents that do not meet the criteria for mandatory reporting immediately to the Provost Marshal, may, upon mutual consent of all parties involved, and after exchange of identification, leave the accident scene, provided the vehicles can be safely driven. All drivers involved must report the accident to the Provost Marshal within 72 hours from the time of the accident. Data required for the report is contained in paragraphs 4-6 of MCO 5110.1 and the military police will assist persons in submitting their reports by informing them of the provisions of that order.

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e. The Provost Marshal has no jurisdiction to investigate off-base motor vehicle accidents, but will establish close liaison with local civilian law enforcement agencies to obtain copies of their investigation reports of any accident involving a government motor vehicle, or any death or serious injury of a military member, military family member, or government employee. Furthermore, any government interest traffic accident within a 50-mile radius can be investigated.

18. Training Areas, Ranges, and Off-Road Travel

a. Vehicular travel on paved roads in or adjacent to training areas and ranges is authorized as long as range gates are open, except as restricted below.

b. Off-road (including gravel and dirt road) use is not authorized except as approved by Range Control per MCBO P1500.1. Engineer Road in Training Areas 2, 3, and 4 is excepted.

c. Due to live firing and safety, closed range gates will not be circumvented by any means without express permission from Range Control for areas west of Interstate-95, and from Officer Candidates School for Training Areas 2, 3, and 4.

d. Recreational use of all terrain vehicles or four wheel-drive vehicles are prohibited per MCBO P1500.1.

e. Hunters must coordinate with the Game Warden per MCBO P11015.2. Woodcutters and fishermen must coordinate with Range Control per MCBO P1500.1.

19. Use of Headlights During Reduced Visibility. During all periods of precipitation or reduced visibility, the operator of a motor vehicle shall ensure illumination of the vehicle's headlights. Operation of a vehicle without use of headlights during periods of reduced visibility is prohibited.

20. Operators of privately owned vehicles on MCB Quantico shall not use cellular phones while the vehicle is in motion or within a lane of traffic, unless the operator is using a hands-free device. A hands-free device is a feature that is included or available with most of today's cellular telephones that permits a driver to use the telephone without lifting or holding the handset to the driver's ear.

SUPPLEMENTARY PEDESTRIAN REGULATIONS

1. Jogging, Running, or Walking

a. If there is a sidewalk, path, or trail it will be utilized for jogging, running or walking. Any person who jogs, runs, or walks along any paved road where there is no sidewalk available will do so facing oncoming traffic. If there is no sidewalk but a road shoulder is available, they will use the road shoulder facing oncoming traffic and remain at least 3 feet off the traveled portion of the road used by vehicles. If there is neither road shoulder nor sidewalk they will remain as close to the left side of the road facing oncoming traffic as is possible. When jogging, running, or walking in groups there will be no more abreast than compliance with this order would allow.

b. When jogging, running, or walking on road shoulders or roads during periods of reduced visibility or before morning colors and after evening colors, all persons will wear either clothing or a vest that contains reflective material visible from the front and rear at a distance of at least 300 feet under clear weather conditions when illuminated by automobile headlights.

c. The use of stereo/radio earphones or any other device that impairs normal hearing acuity when jogging, running or walking on road shoulders, roads, or in congested areas such as the Marine Corps Exchange Mall is prohibited at all times.

2. Organizational Physical Training Fitness, Physical Fitness Test, Runs, and Hikes

a. To the maximum extent possible organizations will avoid conducting physical fitness tests, formation runs and hikes on the shoulders or paved portions of roads.

b. Large physical training formations, physical fitness tests, and hikes are prohibited on Fuller Road, Barnett Avenue, Russell Road, and Purvis Road without prior notification and approval of the Provost Marshal. All training and organizational recreation hikes or marches will be coordinated with the Assistant Chief of Staff, G-3. An overlay and 2 weeks notification is required per MCBO P1500.1.

c. Small formations, in a column of twos and no larger than 10 individuals may conduct physical training formations on Fuller Road, Barnett Avenue, Russell Road, and Purvis Road if the formation does not impede or obstruct traffic.

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d. When it is necessary to use paved roads or shoulders, the organization conducting the event will instruct personnel to face oncoming traffic and remain as far to the left side of the road as possible, except when organizations are utilizing a trailing safety vehicle.

e. Organized unit physical training through base housing areas is not authorized, with the following exception. Formation runs are allowed along the John Quick/Bearss Road/Neville Road loop (enlisted 2000 block, officer lettered apartments, officer swimming pool, officer 100 block). Formations must be no larger than platoon-sized (35 people max). Additionally, while on this route, chanting, clapping, exhortations, or other loud utterisms are prohibited.

f. When organizations are utilizing a trailing safety vehicle, the unit will march or run with the flow of traffic, immediately followed by the trail vehicle. The trail vehicle will utilize its emergency flashers at all times to alert any traffic approaching from the rear. If necessary to block roads or traffic lanes for safety, the organization conducting the training/physical fitness test will notify the Provost Marshal and the designated area commander at least 24 hours prior to the event. The organization conducting the event will assign sufficient monitors and road guards along the road and at intersections to enforce safety and to alert motor vehicle traffic to the existence of personnel.

g. Physical fitness tests and runs will not be conducted on roads or shoulders of roads between 30 minutes before sunset and 30 minutes after sunrise. To the maximum extent practicable organizations will avoid conducting physical fitness tests, runs, and hikes along roads or shoulders at peak traffic hours and high vehicle density locations.

h. Hikes or marches on paved roads or road shoulders, or between 30 minutes prior to sunset and 30 minutes after sunrise, or at peak traffic hours should be avoided unless mission essential.

(1) At least 2 road guards, 50 yards to the front and rear of the hike columns, are required to slow or halt traffic as necessary. The 50-yard distance will be expanded as required by terrain and visibility.

(2) Road guards will wear reflective vests at all times and carry flashlights during limited visibility. Additional road guards with vests and flashlights will be interspersed in the columns of a formation at least every 50 yards.

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(3) Hike formations without a trailing vehicle will normally march against the direction of traffic, as far to the left as possible, at least 3 feet off of the paved portion of the road. If there isn't sufficient room to do this, the detail may form two ranks, one on each side of the road, as far out of traffic lanes as possible. In no case may vehicles proceed at speeds above 15 miles per hour through a column.

(4) Hike formations with a trailing vehicle will march either with the direction of traffic, or if there isn't sufficient room, the detail may form two ranks, one on each side of the road. The trailing vehicle will remain behind the right-hand column, as far to the right as possible.

(5) Aboard this base, unit commanders have authority to halt and detain vehicles and drivers, who violate the safety and good order of their units, for appropriate military police actions.

i. Organizations, while conducting hikes or physical training in the vicinity of the base stables, will refrain from chanting or other loud noises that would disturb or otherwise spook the horses.

3. Movement of Troops in Formation. The movement of troops on paved roadways will be avoided to the maximum extent practicable. Road guards with brightly colored vests will be utilized when necessary to move on paved roads. Movement in formation on the paved surfaces or shoulders of Fuller Road, Barnett Avenue, Russell Road, and Purvis Road except to cross at crossing areas is prohibited without approval of the Provost Marshal. Movements between 30 minutes prior to sunset and 30 minutes after sunrise, and at peak traffic hours should be avoided.

4. Playing sports or games in streets or parking lots is prohibited.

5. Skateboarding, Roller-Skating, Skiing, Horseback Riding, and Sleigh Riding. These activities are prohibited on any paved road or parking lot aboard this base except to cross a road at a crosswalk or other authorized crossing point. Skateboarding and roller-skating are prohibited in congested areas such as the Marine Corps Exchange Mall, and the steps of Little Hall. American National Standards Institute approved helmets shall be worn while skating/skateboarding.